

Reporting Requirements

To aid in program evaluation, each fellowship recipient must submit a brief summary of any career activities that resulted from the award, to be submitted by July 1, 1997.

Work samples will *not* be returned to *fellowship recipients*, but will become part of the CAC archival documentation.

Taxes

Fellowships *are* subject to tax regulations (Internal Revenue Code, Section 117). The CAC cannot advise recipients about deductibility of all or any portion of a fellowship. Obtain advice from a tax counselor or a local IRS office. IRS Publication 520, "Scholarships and Fellowships," may be helpful and is available at most IRS offices.

DOCUMENTATION / WORK SAMPLES

Manuscripts in the format and number requested must accompany the application form (refer to specific discipline category for details). Do not send more than the required documentation. Reviews, brochures, catalogues, etc., will not be reviewed or returned.

You are urged to submit work that conveys the direction of the concepts and techniques you employ. It is highly recommended that you submit the maximum allowable documentation for a more consistent, quality presentation. Award decisions are based heavily on the documentation submitted. It is extremely important to submit the highest quality documentation in the most professional manner possible.

CARE AND RESPONSIBILITY OF WORK

Although CAC staff makes every effort to handle documentation and work samples with care, the CAC cannot be held responsible for any damage or loss that may occur. If you want documentation returned by mail, you must enclose a self-addressed envelope with sufficient postage and protection. Due to the lack of storage space, unclaimed documentation will be disposed of 90 days after fellowship awards are announced. Applicants are strongly urged to submit *copies* of original tapes and manuscripts. *Do not send original work.*

It is your responsibility to notify the California Arts Council in writing if your address changes between the application deadline and the notification date.

WHAT TO SEND

Creative Nonfiction

Select a total of 20 pages, preferably from two different works, including essays, creative writing depicting actual events, biography, autobiography or other nonfiction prose that you wish the panel to read. See Instructions for Manuscripts.

Fiction

Select a total of 20 pages from your novels or collections of short stories that you wish the panel to read, preferably from two different works. See Instructions for Manuscripts.

Poetry

Select up to 10 pages of poetry that you wish the panel to read, including at least two poems. See Instructions for Manuscripts. If your poetry is best understood in performance, you may also send audio-tape cassettes.

Please send a separate cassette for each work, not to exceed three cassettes. No more than five minutes will be spent listening to your work. These must be sent IN ADDITION TO the manuscripts of the work.

INSTRUCTIONS FOR MANUSCRIPTS

- Four copies of the manuscript selections are required. In addition, one full copy of the work is required. Each copy must be firmly bound in separate binders - no paper-clipped manuscripts.
- Each copy should include a title page indicating the year it was written. DO NOT put your name on the manuscript. Do not attach your resume or application form to the manuscript.
- If your sample is an excerpt, please include a one-page statement with the manuscript indicating where your excerpt fits into the whole, in order to orient panelists.
- Manuscripts must be in English and typed on 8-1/2"x11" white 20 lb. paper or an equivalent. Fiction and nonfiction manuscripts must be double spaced.
- Translations accompanying works in languages other than English must be marked as such, and four copies of both languages must be sent.
- All pages must be numbered.
- Only clear, readable copies are accepted.
- Books and magazines will not be accepted, nor photocopies of same.

HOW TO APPLY

Your application **must be postmarked by January 6, 1997**. Read the eligibility requirements and application instructions carefully. **No late or incomplete applications will be accepted.** Writers are limited to one application per year.

The applying writer must submit the listed items in a single package. On the lower left-hand corner of the package, indicate the category to which you are applying: (Creative Nonfiction, Fiction or Poetry). Do not put the application forms or pages in binders or folders. You are strongly urged to retain one complete copy of your application for your records.

1. **Application Cover Page** and Applicant Certification.
2. **Current Resume** of professional activity and achievements, not to exceed two 8-1/2"x11" pages (single-side only).
3. **Writer's Statement** (Optional). A one-page 8-1/2"x11" typed statement about the nature or significance of your work, if you think your application can be strengthened by this information.
4. **Documentation, Work Samples:** See appropriate discipline category for details.
5. **Self-addressed, Stamped Envelope** for return of work samples. Be sure to include adequate packaging and return postage if you wish to have samples returned.
6. **Notification Card** (Optional) provided by applicant, self-addressed and stamped. The notification will not be returned to you until 30 to 60 days after the deadline date.

If you have any questions about the Artists Fellowship Program, please contact the Artists Fellowship staff at the CAC.

Carol Shiffman, Program Manager (916) 322-6393
Wayne Cook, Program Associate (916) 322-6344.

Mail your completed application to: **Artists Fellowship Program, California Arts Council, 1300 I Street, Suite 930, Sacramento, CA 95814.**

PROGRAM DESCRIPTION

The Artists Fellowship Program was established by the California Arts Council (CAC) in 1987 to support the significant contributions made by California's artists. Each year a number of fellowships are awarded to exemplary California artists. Matching funds are not required and no specific project must be carried out with the funds.

Fellowships are awarded to artists who are the primary creators of their work, not those who interpret or carry out the work of others.

The Artists Fellowship Program is conducted on a four-year cycle. Each fiscal year, different arts disciplines are recognized. The following category timelines are set until the annual program budget allows for a shorter rotation period:

Categories	Funding Years
Literature	1996-97
Visual Arts	1997-98
Performing Arts	1998-99
Media and New Genre	1999-2000

In 1996-97, the Fellowship Program is funding: **Literature: Poetry, Fiction and Creative Nonfiction.**

WHO CAN APPLY

Creative writers who meet the publication requirements listed below are eligible to apply. To be eligible, the following criteria must also be met:

- Applicant must be a working writer, with consistent professional achievement for at least the past 10 years, and with ongoing and current achievements within the past five years evident;
- Applicant must be the primary creator, not the interpreter of the work of another artist;
- Applicant must be a United States citizen or permanent resident of the United States and a California resident for at least one year prior to the deadline date.

INELIGIBLE ARE:

- Individuals enrolled in a bachelor's, master's or related certificate granting program at time of application;
- Nonprofessionals who write as a hobby; or
- A recipient of a CAC fellowship award in the past four grant cycles.

You must apply in a specific genre, and you must establish your eligibility in the genre in which you apply. You may not use self-publication (including work that has appeared in a publication for which you are editor, publisher or staff) or vanity press publication to meet eligibility requirement; such work, however, may be submitted as the manuscript sample to be considered by the panel.

Writers working in languages other than English must submit English translations of the works along with the original language manuscripts. The translator must be identified and the application envelope marked "Translation."

COLLABORATIONS

Collaborations are limited to two writers. Both must meet the eligibility requirements and demonstrate a history of working together for at least five years. Collaborating writers must submit one application and the work samples must reflect only their collaborative work. If selected, the two writers will equally share the \$2,500 award.

No exceptions are made to the eligibility requirements. Requirements for the different genres follow.

Creative Nonfiction

You are eligible to apply in **Creative Nonfiction** if within the past five years you have published:

- At least five creative essays (such as personal essays, memoirs, etc.) that have appeared in two or more literary journals, anthologies, or publications that regularly include prose as a portion of their format; or
- A volume of creative essays.

Journalism, including book reviews, and scholarly writing may not be used to establish eligibility.

Fiction

You are eligible to apply in **Fiction** if within the last five years you have published:

- At least five short stories, works of short fiction, or excerpts from novels in two or more literary journals, anthologies, or publications that regularly include prose as a portion of their format; or
- One volume of short fiction or a collection of short stories, or
- One novel or novella.

Poetry

You are eligible to apply in **Poetry** if within the last five years you have published:

- A volume of poetry, 48 pages or more, or
- Twenty or more poems or pages of poetry in five or more literary journals, anthologies, or publications that regularly include poetry as a portion of their format. Up to 16 poems may be in a single volume of poetry of fewer than 48 pages. This volume, however, may count as only one of the required five places of publication.

REVIEW CRITERIA

The review process is extremely competitive. Applications will be reviewed by a peer panel of writers and writing professionals.

The panels will use the following criteria:

- *Quality and originality of work*, based on work samples submitted;
- *Record of professional activity and achievement*, detailed in the accompanying resumes; and
- *Exceptional, continued aesthetic investigation of the medium in review.*

DEADLINE

All materials must be postmarked by January 6, 1997. Late or incomplete applications will not be reviewed.

REVIEW PROCESS

During the initial round, panelists consider solely the quality of the work samples submitted. Material is reviewed and voted on by panelists in a series of elimination rounds. The identity of the applicant is not known to the panelists until the final round. The panel's final recommendations are reviewed by the Council.

NOTIFICATION

Notification of fellowship awards will be mailed to all applicants in summer of 1997.

IF YOU RECEIVE A FELLOWSHIP Payment

Fellowships will be awarded in a single payment of \$2,500. All work produced with CAC Artists Fellowship funds remains the property of the artist.

CALIFORNIA ARTS COUNCIL
ARTISTS FELLOWSHIP PROGRAM
1996-97
Literature

Application Cover Page

Deadline: January 6, 1997

I. Check the one category to which you are applying:

- ☐ Creative Nonfiction
☐ Fiction
☐ Poetry

II. Applicant Information (type or print):

- _____
Name (First) (Last)
- _____
Address
- _____
City CA
- _____
ZIP
- _____
County
- (_____)_____
Telephone
- _____
Social Security Number

III. Collaborating Writer (if applicable):

- _____
Name (First) (Last)
- _____
Address
- _____
City CA
- _____
ZIP
- _____
County
- (_____)_____
Telephone
- _____
Social Security Number

APPLICANT CERTIFICATION

My signature below certifies that I meet all eligibility requirements listed in the guidelines, and that all the information in this application, and its attachments, is true and correct to the best of my knowledge, and that I have submitted a complete application.

Signature Date

Type or Print Name

Collaborating Writer's Signature Date
(if applicable)

Type or Print Name

STATISTICAL SURVEY

Response to this section is voluntary and anonymous. Applicant profiles are gathered for statistical evaluation to improve and expand CAC service. This information plays no part in the selection of the fellowship recipients.

Age

- ☐ 18-30 years
☐ 31-40 years
☐ 41-50 years
☐ 51-60 years
☐ 61+ years

Sex

- ☐ Male
☐ Female

Ethnic background

- ☐ Native American
☐ African American
☐ Asian
☐ Chicano/Latino
☐ Pacific Island
☐ Euro-American
☐ Other

U.S. Congressional District No. _____

State Senate District No. _____

State Assembly District No. _____

(Contact your city hall or local library for this data, or the State Clerk of Records at (916) 445-3614.)

How did you find out about this competition?

- ☐ Previous Participation
☐ CAC Public Information Workshop or Literature
☐ Art Service Organization
- ☐ Another Artist
☐ Print Media (Newspaper, Magazine, Newsletter, etc.)
☐ Other _____

CALIFORNIA ARTS COUNCIL

Pete Wilson
Governor of California

Arts Council Members: Thomas Hall, *Chair*; Iris R. Dart, *Vice Chair*; James Loper, Ph.D., *Vice Chair*; Dea Spanos Berberian; Edward C. Cazier, Jr.; Barbara George; David Lizarraga; A. C. Lyles; Joan Agajanian Quinn; and Consuelo Santos-Killins

Executive Staff: Barbara Pieper, *Director*; Mercedes Paz, *Deputy Director for Partnerships*; Juan M. Carrillo, *Chief of Grant Programs*; Alan T. Smith, *Chief of Administrative Services*; Gay Carroll, *Special Assistant to the Director for Public Affairs and Public Information Officer*; Tom Chin, *Special Assistant to the Director*; and April Geary, *Marketing & Communications Officer*.

Address: 1300 I Street, Suite 930, Sacramento, CA 95814; Telephone: 916/322-6555; TDD: 916/322-6569; FAX: 916/322-6575; email: cac@cwo.com; Web: <http://www.cac.ca.gov>.

Office Hours: 8:00 a.m. - 5:00 p.m., Monday through Friday.

Purpose: The California Arts Council, a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Agency: The Director is the Chief Executive Officer and reports directly to the Governor. The Director and Deputy Director for Partnerships are appointed by and serve at the pleasure of the Governor. The Director and Deputy Director manage a professional staff headquartered in Sacramento.

Mission: The mission of the California Arts Council is to make quality art reflecting all of California's diverse cultures available and accessible; to support the state's broad economic, educational, and social goals through the arts; to provide leadership for all levels of the arts community; and to present effective programs that add a further dimension to our cities, our schools, our jobs, and our creative spirit.

Funding: The Arts Council is a taxpayer-supported agency, funded primarily from the state's annual budget process, supplemented with funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies or other organizations.

Information Access: Due to the Public Information and Open Meeting Laws, applications and their attachments are not confidential and may be requested by the media and public. Observers attend but may not comment on, participate in, or in any way interfere with panel meetings. Contact the Arts Council for meeting dates and locations.

Grants Panels: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The Arts Council staff provide information but not recommendations to the panel. The appointed Arts Council reviews panel recommendations before making final funding decisions.

Appeal Process: Appeals in the Arts Council funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are heard only on the following grounds:

1. Assessment based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's assessment of the applicant's request for funding; and / or
2. Incorrect processing of the required application materials such that it negatively influenced the panel's assessment of the applicant's request for funding.

Note: Dissatisfaction with award denial or with award amount is not grounds for appeal.

Requirements: The California Arts Council is mandated both by federal and state regulations to fund only organizations that comply with program, policies, and facilities stipulations for Section 504 of the Rehabilitation Act of 1973 and the State of California Government Code Secs. 11135-11139.5 that prohibit discrimination. Grantees must comply with the Drug-Free Workplace Act of 1988.

Note: Grants recipients must also comply with regulations of the Americans with Disabilities Act, which became effective on January 26, 1992. Contact the CAC's ADA accessibility coordinator for information and access materials.

Ownership, Copyrights, Royalties, Credit: The California Arts Council does not claim ownership, copyrights, royalties or other claims to artwork produced as a result of an Arts Council grant. However, it does reserve the right to reproduce and use such materials for official, noncommercial purposes. In addition, the Arts Council requires documentation of grant activity and appropriate credit for Arts Council partial support.

Artists Fellowship Program
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814
Web: <http://www.cac.ca.gov>
email: cac@cwo.com

Bulk Rate
U.S. Postage
PAID
Permit No. 1854
Sacramento, CA

California Arts Council



ARTISTS FELLOWSHIP PROGRAM 1996-97

Literature

Creative Nonfiction
Fiction
Poetry

Application Deadline
January 6, 1997

APPLICATION AND INSTRUCTIONS